

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	2.489
	STATE OF HAWAII	2.490
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Minimum Qualification Specifications
for the Classes:

VENDOR MANAGEMENT SPECIALIST (WIC) III & IV
[VENDOR MGMT SPCLT (WIC) III & IV]

Prerequisite Knowledge and Abilities Required:

Knowledge of: Research methods and techniques; problem solving; and report writing.

Ability to: Assist with the planning, developing, implementing and evaluating required services of a program; develop and recommend policies and procedures; read and comprehend complex material such as federal rules and regulations; gather, analyze and evaluate data and make recommendations based on facts; develop and maintain written materials such as manuals, pamphlets and other materials; identify and resolve problems; prepare oral and written reports of activities; and communicate effectively both orally and in writing to individuals and groups.

Level IV: In addition, this level requires the ability to plan, develop, implement and evaluate required services of a program; and supervise the work of others.

Basic Education Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	General Exp (Yrs)	Supvy Exp (Yrs)	Total Exp (Yrs)
Vendor Management Spclt III	1-1/2	0	1-1/2
Vendor Management Spclt IV	2-1/2	*	2-1/2

General Experience: Progressively responsible professional work experience which demonstrated the ability to analyze programs, services, facilities, operations or organizations to determine their effectiveness, achievement of program objectives, cost factors, and to participate in planning for future needs or for related management purposes. The experience must have demonstrated the ability to identify needs, collect and analyze data, identify alternatives and their advantages and disadvantages, develop logical recommendations for a course of action, read and comprehend complex material such as federal regulations, and draft reports of findings and recommendations. Persons in direct services programs may be accepted if there is evidence of continuing responsibility for analytical work as described above (e.g., a staff assistant responsible for analyzing an assigned program area and recommending improvements in operations, or a supervisor whose work included the evaluation and monitoring of the progress of an assigned program area or function preparing reports of progress and plans for the assigned program or function).

*Supervisory Aptitude: For the class Vendor Management Specialist (WIC) IV, applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exists; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

1. A master's degree from an accredited four college or university in business or public administration, or a closely related field which provided knowledge of program analysis and evaluation methods and techniques may be substituted for one (1) year of the General Experience.
2. A Ph.D. degree from an accredited college or university in the fields described above may be substituted for one and one-half (1-1/2) years of the General Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required:

Applicants must possess a valid State of Hawaii driver's license, Type 3.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which

typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is first minimum qualification specification for the new class VENDOR MANAGEMENT SPECIALIST (WIC) III [VENDOR MGMT SPCLT (WIC) III]; and a change in title of the class Vendor Management Specialist (WIC) to VENDOR MANAGEMENT SPECIALIST (WIC) IV [VENDOR MGMT SPCLT (WIC) IV], and an amendment to the minimum qualification specification which was approved on October 2, 1997.

DATE APPROVED: 6/27/02

/s/ Dawn M. Young
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Director of Human Resources Development